

Management System: Real Property Management**Subject Area: Acquisition of Real Property****Procedure: Acquiring Real Property by Transfer**

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Lead Subject Matter Expert:
Matthew Reardon

Management System Owner:
Bud Sokolovich

1.0 Applicability

This procedure applies to any U.S. Department of Energy (DOE) Element when seeking the acquisition of additional property under the purview of the Office of Environmental Management Consolidated Business Center (EMCBC). Whenever possible, Federal agencies are to satisfy their real property requirements with existing Federal assets. The U.S. General Services Administration (GSA), pursuant to Section 202(a) of the *Federal Property and Administrative Services Act of 1949*, is authorized to transfer excess real property among Federal agencies. GSA regularly issues notices of availability of excess property.

2.0 Required Procedure

Step 1	<ul style="list-style-type: none"> a. The Program Office, in consultation with the Site Office or the EMCBC, determines that additional real property by means of transfer from another Federal entity is required to meet departmental mission. The Program Office prepares a detailed justification for the real property transfer. b. The Certified Realty Specialist (CRS) informs SC-3 of the proposed action.
Step 2	<ul style="list-style-type: none"> a. The Program Office or the Site Office obtains appropriated funds for the property and pays the appraised fair market value (FMV) to GSA before accountability is transferred. b. The CRS may request a waiver for FMV from the U.S. Office of Management and Budget.
Step 3	Request for transfer of property is submitted from the CRS to the GSA together with a completed GSA Form 1334, <i>Request for Transfer of Excess Real Property and Related</i>

	<i>Personal Property</i> and related documentation as required.
Step 4	For this transfer procedure, refer to 41 CFR 102-75.175, <i>Federal Management Regulations</i> , through 41 CFR 102-75.235, for detailed procedures.
Step 5	The Facilities Information Management System (FIMS) Administrator will enter the information in the FIMS database.

3.0 References – Forms/Attachments/Exhibits

3.1 References:

- 41 CFR 101 and 102, *Federal Management Regulations*
- DOE *Real Property Desk Guide*, dated June 2014
- Section 202(a) of the *Federal Property and Administration Services Act of 1949*

3.2 Forms:

- GSA Form 1334, *Request for Transfer of Excess Real Property and Related Personal Property*

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent, Not Applicable)
ADM 03-01-A	Real Property Files – Excess and Transfer Documentation	Office of Technical Support and Asset Management	N/A

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Acquiring Real Property by Transfer**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		3/15/2015